SELF-ADHESIVE INKJET & LASER CLASSROOM I.D. LABELS

Printing Instructions

Post-it® Self-Adhesive Classroom I.D. Labels are designed for use with either Inkjet or Laser printers.

Refer to the front of the package or the label sheet to determine the correct printer for your product.

Choose a Template:

Option A

Visit Post-it.com/labels and select the label template that matches your Post-it® product number. Refer to the front of the product package or label sheet to help determine which template to use (for example, 2700-W). Post-it® Label templates require Microsoft® Word.

Option B

Microsoft® Word 2010 includes templates for many Post-it® label products. If you have an earlier version of Microsoft® Word, or if your product number does not appear in the list when following the steps below, download Microsoft® Word templates from our website (Option A) or select a compatible template based on your label size from the templates built into Microsoft® Word.

To get started, choose your version of Microsoft® Word.

- Open Microsoft® Word 2010. Click the **Mailings** tab, then click the **Labels** icon, which opens a new dialog box. On the Labels tab, click **Options**. Select **3M/ Post-it®** under **Label Vendors** to view a list of available products. Select your product, then click **OK**. Click **New Document**. Enter and format your text.

  Tip: If you want the same information to appear on every label on the sheet, enter your information into the Address text box before clicking **New Document**.

- Open Microsoft® Word 2007. Click the **Mailings** tab, then click the **Labels** icon, which opens a new dialog box. On the Labels tab, click **Options**. Select a compatible label template using the size information on your label package. Click **OK**. Click **New Document**. Enter and format your text.

- Open Microsoft® Word 2003. From the **Tools** menu, select **Letters and Mailings > Envelopes and Labels**. On the Labels tab, click **Options**. Select a compatible label template based on the size information on your label package. Click **OK**. Click **New Document**. Enter and format your text.

For more information about Post-it® Labels and frequently asked questions, visit Post-it.com/labels.

For Laser Printers:

Please Note:

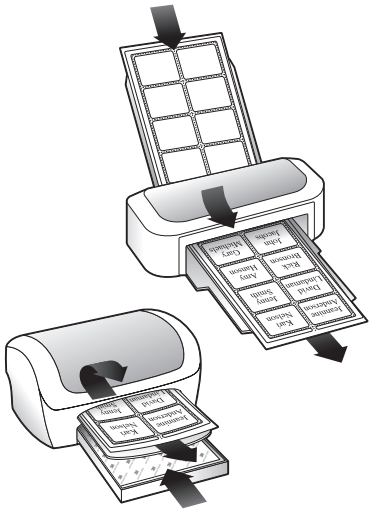
- Post-it® Classroom I.D. Labels should be fed through the manual feed tray. Feeding Classroom I.D. Labels through other printer's tray(s) is not recommended.
- For best results, refer to your printer's user manual or the diagram on your printer for feed position.

For Inkjet Printers:

Check label position: Determine if your printer is a 'top-feed'or a 'bottom-feed' printer by referring to the instructions on your printer or in your printer's user manual.

- **For top-feed** (face-up) printers: Feed your labels with the side to be printed face up.

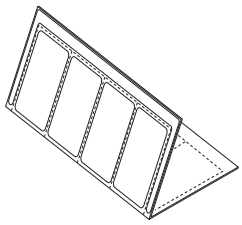
- **For bottom-feed** (face-down) printers: Feed your labels with the side to be printed face down.



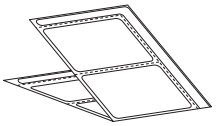
Tips for Printing:

- Always print a test copy on a plain sheet of paper, then align with your sheet of Post-it® Labels to confirm proper alignment. Slight adjustments may be necessary.
- Do not feed a Post-it® Label sheet more than once through your printer. Feeding a label sheet more than once may affect results.
- Do not bend or fold the label sheet prior to printing.
- Do not feed damaged sheets or sheets with bent corners through the printer.
- Store unused labels flat in a cool, dry place, in the original packaging with the flap or cover closed.
- Keep your printer properly cleaned and maintained.
- To print multiple sheets at a time, check your printer's user manual to determine how many sheets can be stacked and fed through your printer.

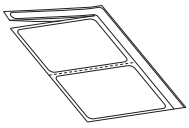
Tips for separating Post-it® Classroom I.D. Labels:



1. Fold sheet in half (side to side).



2. Fold sheet in half again (top to bottom).



3. Bend at top and side perforations, then tear off outer liner along perforations and discard.

4. Tear at perforations into individual Labels.

Contact Us

For information or support in using Post-it® Labels, contact 1-800-395-1223.
To learn more about Post-it® and 3M™ Labels, plus new products and special offers, visit us at Post-it.com/labels.

3M

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